

## Debra Mary Nicholson-Bassham

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### WORK & LEADERSHIP EXPERIENCE

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**Ear Candle Productions-Creative-Analytical San Francisco, California/United States of America**  
*Financial Director, Art Director, Training Consultant, Owner (40 HRs) November 2004 – ongoing*

- Produce GAAP Financial Statements /Sole Prop Tax Returns (Schedules C, E, SE, 4562,1040
- Full Charge General Ledger Account, AR/AP/PR expertise, and Credit Card Statements
- Updated SOX (Revenue Recognition), Asset Management, Deferred Revenue, Depreciation
- Art Director- CD Art, Promotions at Ear Candle Productions <https://earcandleproductions.com>
- Word Press Web Design: <https://earcandleproductions.com>, <https://nicholsonbusinessservices.com>
- Video Productions Portfolio <https://youtube.com/earcandleproductions> (Premiere Pro) Shoot, Edit, Compress, upload to LMS, Websites, Youtube.com
- ADDIE Training Specialist, Instructional Design, Needs Assessments, Interviews
- Articulate Storyline 2 -Training the Unemployed for Self Employment in Services Industries <https://earcandleproductions.com/sam/story.html>

**California Public Utilities Commission San Francisco, California/United States of America**  
*Associate Government Public Analyst, HR Training Specialist L&D (40 HRs) July 31, 2014 – May 20,2015*

- Video Production of Regulatory All-Staff Training into Articulate Storyline platform for LMS
- Schedule Training events, process enrollments, manage training packages, certifications, renewals
- Assess, plan, design, develop professional development training curriculum in Articulate Storyline
- Enroll, track, and process Lynda.com and Articulate Online activity in Master Records

**Nicholson Business Services-Analyst San Francisco, California/United States of America**  
*Consultant, QuickBooks, GAAP Accounting, Owner (40 HRs) May 1986 – April 2014*

- Provide Full Charge GAAP Consultant for small businesses <https://nicholsonbusinessservices.com>
- Produce GAAP Financial Statements /Sole Prop Tax Returns (Schedules C, E, SE, 4562,1040
- Full Charge General Ledger Account, AR/AP/PR expertise, and Credit Card Statements
- Manual Payroll, Payroll Tax Reporting (Monthly, Quarterly, Annually, W-2s. 1099s)
- Generate Payroll Services, journalize entries to the GL, verify Payroll Tax Reporting, W-2s,1099s
- Audit, approve and process Travel/Entertainment expense reports for faculty and staff
- Updated SOX (Revenue Recognition), Asset Management, Deferred Revenue, Depreciation
- Government Accounting: Budget/Government-Wide Accrual/Fund Modified Cash
- Audit, approved and processed Travel/Entertainment expense reports for faculty and staff
- Instrumental in setting up South Park Creative/Technology Industries with GAAP Financial Statements, timely Customer AR, Vendor AP, Local, State, Federal Mandatory Reporting
- Clients with over 2M in billings:
  - Seed Communications; Emeryville, CA
    - Anchor/Manager for husband/wife team: an international traveling film production crew for IBM, Hewlett Packard
  - Emergent Management Corp, San Francisco, CA
    - Anchor/Manager for brother/sister team: an international traveling change management team
  - The Conversation Group, San Francisco, CA

- Anchor/Manager for international partnership of four: a Social Media Branding team

**The Johns Hopkins University** **Baltimore, Maryland/ United States of America**  
*Staff Accountant, Controller's Office (40 HRS)* Sept 1975 – May 1979

- Reconcile 24 Bank Accounts for all Department Budgets
- Enroll and manage Evening College registrants, and third party billings
- Reconciled 24 petty cash accounts for all JHU Departments
- Teamed with the Computer Department to design batching system to implement successful computerized tuition/payment processing
- Approved and processed travel/entertainment expense reports for faculty and staff

**Corner Theater Board Treasurer** **Baltimore, Maryland/ United States of America**  
*Treasurer, Fund Raiser, Actor-Director (20 Hrs) Volunteer* August 1975 – May, 1979

- Promoted ticket sales, managed bank account, theater management, performer
- Created Fund Raising Event that included all local theater groups to present excerpts of upcoming shows, and raised awareness and money for each group

## **EDUCATION/TRAINING AND DEVELOPMENT**

**VOICE ONE: Daytime Conservatory** **San Francisco, California/United States of America**  
Vocal Training - 10 Weeks Training in Voice work October-November, 2018

- Radio- Voice Overs, Narration, Podcasts, Readings, Radio, Radio Commercials
- TV - Character, Improvisation, Commercials, Dramatizations

**ROBERT HALF** **San Francisco, California/United States of America**

- Word 2010 Skills Test Taker Report November 2018
- Excel 2010 Skills Test Taker Report November 2018

**ACCOUNTANT 1/II EXAM** **San Mateo California/United States of America**

**San Francisco State University** **San Francisco, California/United States of America**  
*Master of Arts in Education-Instructional Technologies* December 2015

- **GPA:** 3.87 / 4.0; Developed Business Start up Training including GAAP and Sole Prop Taxes
- **Honors:** Deans List; 21st Century Paradox: Training the Unemployed for Self Employment
- **Relevant Coursework:** *Multimedia Instruction / Training in Organizations / Instructional Technology Design and Development-ADDIE, Web Design, Articulate Storyline 2, Adobe Photoshop, Premiere Pro, Master Collection, Captivate*

**City College of San Francisco** **San Francisco, California/United States of America**  
**Continuing Education-Accounting/Multimedia/Theater Arts** 1993-2016

- **GPA:** 3.75 / 4.0;
- **Honors:** Deans List
- Relevant Coursework: *Financial Accounting, Managerial Accounting, Auditing, Flash Authoring, DVD Authoring, Federal Tax, State Tax, Theater Improvisation, Certified QuickBooks User* (Desktop preference, but can also do QKBKS Online)

**Bay Area Video Coalition** **San Francisco, California/United States of America**  
**Digital Directions (Adobe) Willie Brown Mayoral Scholarship** 2004-2005

*Continuing Education-* Adobe Creative Suite of 3-4 Day Workshops for both Web/Video Core

**Golden Gate University**

**San Francisco, California/United States of America**

***Continuing Education-Accounting***

June 1985

- **GPA:** 3.0 / 4.0;
- **Relevant Coursework:** *Business Law and Math for Managers*

**San Francisco State University**

**San Francisco, California/United States of America**

***Bachelor of Arts in Speech/Communication, Theater Arts, Education Technology*** Sept 1980-May 1984

***Post Graduate: CA Teaching Cred. ESL, English, Social Sciences, Humanities*** Sept 1986-1991

- **GPA:** 3.67 / 4.0; Arts, Sciences, Humanities and English
- **Honors:** Deans List
- **Relevant Coursework:** *Human Biology, Chemistry, Ecology, Women & Words, Interpersonal Communication, Rhetoric & Comm. Theory, Comm. & Human Interaction, Sex Roles & Communication, Comm. Analysis-Organizations, Intercultural Comm.. Culture and Technology, Social Aspects of Human Sexuality, Form & Function-Spoken Word, Comm. & Social Process, Intra-cultural Communication, Ballet I, Piano, Thinking About Politics, Short Story/Poetry Writing*

**The Johns Hopkins University**

**Baltimore, Maryland/United States of America**

***Continuing Education Business***

Sept 1974-May 1979

- **GPA:** 2.3 / 4.0; Introduction to University Levels
- **Relevant Coursework:** *Intro to Accounting, Intro to Social Anthropology, Principles of Management. Intro to Psychology, History of Philosophy, The Family, Expository Writing*

## **SKILLS, ACTIVITIES & INTERESTS**

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**Languages:** Fluent in English; Conversational Proficiency in English, Writing, BA Communications

**Applications:** QuickBooks, MS Office Professional 2013, Articulate Storyline 2, Captivate, Mac/Pc user, Acrobat, Adobe Master Collection, Zoom, Skype, Grab, Image Capture

**Technical Skills:** 10-Key calculator, PC-Windows 10, iMac-OS X Yosemite, Audio/Video Recording Equipment, iPad, iPhone, Cable-Router Set up, Install Software, ADDIE Developer, Internet, Projector

**Certifications & Training:** Lynda.Com MS Office, Certified QuickBooks User; Usability, Human Resources; AGPA Training Specialist- Curriculum Developer, GAAP Public Accountant (24 Accounting Credits, 20 years experience), Certified Massage Therapist

**Activities:** SF City College Continuing Education, Landmark Forum, Ear Candle Productions Video Production; The Granite Countertops Band, 24 Hour Gym, Walks, Movies, Social Media (FB, Twitter, LinkedIn, Google Scholar)

**Interests:** Investigative Accounting Communications; Ear Candle Radio, GAAP/Business Education, Health and Well Being, Dance, Video Production; Performance Arts; Learning and Development; Improvisation, Solar Energy, USA, Climate/Environmental Issues, Cooking (Judith Et-Hokins Workshop), Social Media

## REFERENCES

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### ACCOUNTING REFERENCE LETTERS

2009-2011

[https://nicholsonbusinessservices.com/TCG\\_Contract.pdf](https://nicholsonbusinessservices.com/TCG_Contract.pdf)

[https://nicholsonbusinessservices.com/The\\_Conversation\\_Group\\_Reference.pdf](https://nicholsonbusinessservices.com/The_Conversation_Group_Reference.pdf)

2007-2008

<https://nicholsonbusinessservices.com/QBksCertification.jpg>

<https://nicholsonbusinessservices.com/StopAids.png>

2006

[https://nicholsonbusinessservices.com/Treasure\\_Island\\_FAST\\_Team\\_Reference.pdf](https://nicholsonbusinessservices.com/Treasure_Island_FAST_Team_Reference.pdf)

[https://nicholsonbusinessservices.com/Treasure\\_Island\\_FAST\\_Team\\_Reference2.pdf](https://nicholsonbusinessservices.com/Treasure_Island_FAST_Team_Reference2.pdf)

1976-2008

[https://nicholsonbusinessservices.com/Sun\\_Season\\_Products\\_Reference.pdf](https://nicholsonbusinessservices.com/Sun_Season_Products_Reference.pdf)

[https://nicholsonbusinessservices.com/Dr.\\_Randall\\_Weil\\_Reference.pdf](https://nicholsonbusinessservices.com/Dr._Randall_Weil_Reference.pdf)

[https://nicholsonbusinessservices.com/Dan\\_Wang\\_Evergreen\\_Reference.pdf](https://nicholsonbusinessservices.com/Dan_Wang_Evergreen_Reference.pdf)

[https://nicholsonbusinessservices.com/JHU\\_Reference\\_Chuck\\_Wolfkill.pdf](https://nicholsonbusinessservices.com/JHU_Reference_Chuck_Wolfkill.pdf)

[https://nicholsonbusinessservices.com/JHU\\_Reference\\_Dale\\_Kirby.pdf](https://nicholsonbusinessservices.com/JHU_Reference_Dale_Kirby.pdf)

LinkedIn

<https://www.linkedin.com/in/debra-nicholson-bassham-ma-ed-itec-3a895813/>

Background Clearances: 2015 Talent Burst, 2018 FBI/DOJ